



Believe Achieve Succeed – Learning without limits

## Job Description

<b>Job title:</b>	<b>Sports Coach</b>
<b>Grade:</b>	<b>G5</b>
<b>Hours:</b>	<b>Term Time Only – 39 weeks – 30hrs 50mins per week 30mins – lunch break</b>
<b>Responsible to:</b>	<b>PE/Sports Lead</b>

### MAIN PURPOSE OF THE JOB

To plan, prepare and teach high quality PE and Sports lessons across the primary school.

### PRINCIPAL DUTIES/RESPONSIBILITIES

- To work in conjunction with PE & Sports Lead to provide high quality provision of PE and Sport across the school.
- To be a good role model for the children;
- To promote the school ethos of 'Learning Without Limits: Believe Achieve Succeed' through developing self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement school policies and procedures to foster them;
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person;
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required;
- To ensure own continuing professional development by attending training and development opportunities;
- To undertake such other duties and responsibilities of an equivalent nature, as defined by line manager and Headteacher from time to time, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job profile in specific terms.

### TEACHING AND LEARNING

- Teach PE lessons across the age range and lead on enrichment activities;
- Support class teachers with the teaching of P.E.;
- Liaise with teachers and other staff;
- Support with competitions and preparation activities;
- Support with and contribute to healthy living initiatives;
- Undertake periodic resource audits and ensure sufficient equipment is made available for lessons and liaise with line manager to advise on replenishing resources;



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## **HEALTHY SCHOOLS**

- Promoting and encouraging the pupils to have an active life style;
- Support lunch time supervisors to encourage children to join in the playground activities and actively play with them, developing turn taking, fair play and co-operation;
- Leading on setting up and organisation of equipment and resources for children to use during playtimes and lunchtimes;
- Supporting the development of the 'buddies' role at playtimes;

## **COMPETITIONS**

Enhance the profile of Stanburn Primary School in participation of sporting competitions in a range of sports (both indoor and outdoor) across KS1 and KS2 through:

- Attending fixtures for the sports teams;
- Administration and organisation of competitions;
- Identifying pupils for potential selection for competitions.

To organise and lead EYFS, KS1 and KS2 Sports Days annually.



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## SPORTS COACH PERSON SPECIFICATION

<b>Education and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Experience of Paediatric First Aid in a school environment	X	
Experience of working to support children’s work in sports coaching, teaching and learning gained in a relevant environment	X	
To hold relevant first aid qualifications (paediatric and general) and be prepared to renew them	X	
GCSE or equivalent in English and Mathematics	X	
Proficiency in Microsoft Office software		X
<b>Knowledge and Experience</b>		
Knowledge of effective teaching and learning strategies in sport	X	
Full working knowledge of relevant policies/codes of practice	X	
Proven experience of working in a busy environment	X	
Experience of working with primary aged pupils	X	
Understanding of Special Educational Needs in relation to primary aged pupils	X	
Ability to communicate effectively and sensitively with pupils, parents, staff and outside agencies	X	
<b>Skills and Abilities</b>		
Ensuring high quality skills and knowledge of PE and Sports	X	
Highly developed interpersonal skills	X	
Excellent written and verbal communication skills	X	
An ability to use initiative and prioritise work	X	
Being accurate and well organised in approach to work	X	
An ability to follow instruction	X	
Ability to lead by example	X	
Understanding and commitment to the rights respecting school agenda	X	
<b>Personal Qualities</b>		
Fully support the aims, values and ethos of Stanburn Primary School	X	
Respect for young people and their needs	X	
Commitment to the principles and practices of equal opportunities	X	
A relentless drive for excellence	X	
Ability to keep calm under pressure	X	
To have strong awareness of professionalism and confidentiality	X	
Possess integrity, honesty, perceptiveness and a commitment to of fairness	X	
To be able to work independently and as part of a team	X	
To be able to have a flexible approach to work.	X	
Ability to provide pupils with reassurance and understanding appropriate to their age and needs;	X	
<b>Other Requirements</b>		
Excellent record of attendance and punctuality	X	
Comply with safer recruitment checks including DBS checks	X	
A commitment to safeguarding and promoting the welfare of children and young people	X	
To be smart and presentable	X	



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**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Equal Opportunities**

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

**Signatures**

This job description is current at the date below but will be reviewed on a regular basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed .....  
Sports Coach

Signed .....  
Headteacher

Dated .....

Dated .....

**Review arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.